**CHERRYL**

**PERSONAL INFORMATION**

* Profile Female, 29 years old, Married
* Nationality Filipino
* Visa Status Visit Visa
* Current Location Ajman, UAE
* Email Address [**CHERRYL.331866@2freemail.com**](mailto:CHERRYL.331866@2freemail.com)

**WORK EXPERIENCES**

April 28, 2014 – February 28, 2016 **Compensation Analyst**

Brigada Mass Media Corporation

General Santos City, Philippines

Responsibilities:

* Processing payroll and releasing salaries of employees every 15th and 30th day of the month
* Processing the opening of account of employees in the bank
* Preparing reports and remitting employees’ contributions for government statutory benefits
* Processing employees’ government loans and sickness claims

June 10, 2009 – April 24, 2014 **Cooperative In-charge**

Tateh Premium Feeds Corporation EMPC

South Cotabato, Philippines

Responsibilities:

**HR Coordinator**

* Hiring employees required by client and conducting orientation
* Preparing documents pertaining to worker’s employment status
* Processing employees’ insurance enrollment and claims
* Preparing payroll and releasing the salaries of employees every 8th and 22nd day of the month
* Updating records of employees
* Facilitating employees in their annual physical examination
* Processing the opening of account of employees in the bank
* Preparing reports and remitting employees’ contributions for government statutory benefits
* Processing employees’ government loans and sickness claims

**Loans and Trucking In-charge**

* Validating loan application
* Updating loan monitoring and payments
* Preparing billing for all trucking services
* Processing the renewal of registration and insurance of all truck units
* Purchasing parts of trucks needed

**Accounts Payable In-charge**

* Monitoring all accounts payable
* Preparing check vouchers payable and checks for payment
* Updating disbursements on the bank balance monitoring

April – May 2008 **Medical Records In-chage (On-the-Job Training)**

R.O. Diagan Medical Hospital

General Santos City, Philippines

Responsibilities:

* Encoding patients information
* Updating logbooks and list of patients
* Checking the charts and availability of medical forms

**EDUCATION**

June 2004 – March 2009 **Notre Dame of Dadiangas University**

General Santos City, Philippines

Bachelor of Science in Business Administration

Major in Management Accounting

**SKILLS AND ABILITIES**

* Good in oral and written communication
* Skilled in computer applications such as Microsoft Office Word, Excel and Power Point
* Have the ability to work in minimal supervision
* Motivated achiever who will do what it takes to get the job done accurately